



Thank you for participating in the Open Enrollment Overview webinar.

Before the webinar: Test your connection, [click here](#). If your PC fails the connection test, please contact the Help Desk. Get a quick overview: www.adobe.com/products/adobeconnect.html

Day of the webinar: please log-in about 10-15 minutes before the presentation. All of the times listed are EST (Eastern Standard Time). Please follow the steps below to prepare for the webinar.

Directions:

1. Click: <http://www.webinar.in.gov/spd2014/>
2. Select "Enter as a Guest"
3. Type the **first and last name** of the new employee or facility name into the "Name" field.
4. You may see a page that reads: *The meeting has not yet started. You will be able to access the meeting once the host arrives. Please wait.*
 - a. This is **not an error**. Please just wait for the host to let you into the meeting.
5. Make sure speakers **are turned on** and at a comfortable sound level.

The screenshot shows the Adobe Connect interface for the "SPD Open Enrollment 2014" session. It features a dark header with the Adobe Connect logo, a title bar with the session name, and a "Enter as a Guest" option. Below this is a text input field for the user's name and an "Enter Room" button.

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SPD Open Enrollment 2014

☒ Enter as a Guest

Name

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